**Moseley, Kings Heath & District U3A executive Committee**

**On line virtual meeting 27 July 2021**

**Agenda:**

1. Apologies and minutes of previous meeting
2. Action points, matters arising, notice of items for AOB
3. Chair’s report, including Membership Secretary matters
4. New constitution
5. IGC’s report and progress on groups restarting meetings
6. Treasurer’s report including meeting venues
7. Secretary’s report including compliance and policies
8. Newsletter
9. Health and safety
10. Plans for social events and monthly meetings
11. How to treat lapsed members on Beacon
12. Website security and spam emails
13. Interest groups run jointly with other organizations
14. Publicising the death of members
15. U3A Click and Save scheme
16. Date of next meeting
17. Any other business.

Chair: Ray Tier

Present: Sara Meyer, Cormac Quigley, Ken Fisher, Anne James

1. Apologies and minutes of previous meeting:

 Apologies from Sarah O’Brien and Tessa Bidgood. The minutes of the previous meeting were

 agreed.

2. Action points, matters arising, items for AOB:

 The action points are all covered in the agenda. There were no matters arising, or items for

 any other business.

3. Chair’s report, including Membership Secretary matters:

 RT reported that he has been in contact with the new chair of Kings Norton U3A and that

 they are planning to meet, together with the chair of Harborne and Edgbaston U3A, to

 compare notes and consider the possibility of joint projects. Kings Norton are allowing groups

 to meet again in person, and are planning to hold a large meeting (a social gathering, without

 a speaker) in September.

 Current membership is 488, including 5 new members. Some of these have contacted RT

 about logging on to Beacon; RT has referred them to JS.

 FG has expressed an interest in doing the Membership Secretary’s job, but does not want to

 become a committee member. RT feels that the Membership Secretary should be a

 committee member. **Agreed**

Following discussion of ways of integrating new members, making them aware of the work of

 the Executive Committee. CQ offered to contact new members, SM suggested

 an informal social gathering for new members. Both suggestions were agreed. **CQ, SM**

 The Executive Committee will also need a new Treasurer when TB’s term ends next

 year. Anyone interested in this role would need to be co-opted onto the Committee, and

 to shadow TB in order to learn the role. KF said that job descriptions of the Treasurer and

 Membership Secretary roles would be helpful; JS and TB to be asked to provide these. **RT**

4. New Constitution:

 RT thanked KF for his work on the new constitution and the virtual Special General Meeting,

 detailed in KF’s report to the committee. KF said he had received an additional 3 votes in

 favour since his report. The next stage is approval by the Third Age Trust; KF will write to

 them formally asking for this. Once approval is received, we will put a date on the document,

 and announce the new constitution in the newsletter. **KF**

5. Interest Group Co-ordinator’s report:

 AJ had circulated her report to committee members. 2 more IGs have started to meet in

 person. Others (choir, Local History) are not planning to start to meet in person before late

 September or October, if then. AJ has sent out the revised risk assessment template to IGLs.

 One GL asked who had access to RAs: they are for group members only. RAs are needed for

 every venue used for U3A meetings, including members’ houses, restaurants or galleries.

 AJ and SO’B have continued their regular contacts with IGLs and used them to encourage

 voting in the recent Special General Meeting. AJ will forward the list of approved venues and

 advice on payment, etc. They are planning to meet again on August 9, to discuss their

 approach to GLs.

 AJ said that it would be useful for IGCs to have access to the full membership list; at present

 they have access only to lists of IGs and their members.

 CQ asked if he could join some IG zoom meetings, as Vice Chair, to make himself known and

 begin to raise awareness of the Executive Committee’s work. **Agreed**

 CQ to contact individual IGLs and keep AJ and SO’B aware of his contacts. AJ will send a list

 to CQ once she and SO’B have contacted GLs and there is more clarity as to how many

 groups are still meeting on Zoom. **AJ/CQ**

RT thanked AJ and SO’B for their work developing relations with IGLs.

6. Treasurer’s report:

 In TB’s absence, RT reported that she had emailed FG to add the Venues List and Financial

 Support Procedures documents to the website and had raised with Alan Walmsley the lack of

 response from National U3A about paying this year’s fees and he had raised it with the

 National Treasurer. She has also written 2 articles for the newsletter.

 She is making contact with the manager of the cafe in Kings Heath Park about re-starting

 regular coffee mornings.

7. Secretary’s report:

 KF said that he has now submitted his annual report to the Charities Commission and

 received an acknowledgement. He has also informed them about JS’s resignation from

 the Executive Committee. He is still trying to complete returns to National U3A - it is very

 difficult to record changes on the National website. They have suggested that he sends

 them a written list and they will amend the website.

 He has now drafted re-writes of 5 MKHD U3A policies, and will circulate them to Executive

 Committee members for reading and digesting before formally adopting them. **KF**

 He is in some difficulty with the policies on Privacy and Data Protection, which are not

 completely compatible with each other. SM suggested that the two policies should be

 amalgamated; KF said that this would not be straightforward as they followed different

 approaches. He will pursue, and check with National U3A. **KF**

8. Newsletter:

 KF said that he pastes contributions to the newsletter as they come in. He has quite a lot of

 material for the next newsletter, and the deadline for new items is Friday. CQ suggested

 making a regular feature of profiles of committee members, perhaps a Desert Island Discs

 or movies type of article. He will start it off. **CQ**

9. Health and Safety:

 KF pointed out that the Executive Committee will need a Risk Assessment when it starts to

 meet in person. He is keeping a regular paragraph about H&S in the newsletter and invites

 contributions on the subject. He is encouraging members and IGLs to report any H&S issues.

 CQ asked about MKHD U3A’s position on Covid - should we have a statement? CQ to draft a

 statement and liaise with FG to put it on the website. **CQ**

 KF pointed out that we have no one on the committee with FG’s expertise on Beacon and

 the website, so that in an emergency no one could pick up this job. KF suggested that RT

 would be the ideal person to back up FG. **Agreed,** **RT**

SM said that the executive Committee needs to ensure that all specialist roles have enough

 back up to ensure resilience. **Agreed**

10. Plans for social events and monthly meetings:

 SM said she had been in contact with many members over the last month, and identified

 several people who were ready to form a ‘Barmy Army’ to consider social events. They are

 planning to meet in August. Jo Quigley has been very helpful. SM proposes that MKHD does

 not plan large monthly meetings for now (possibly not until next year), because of uncertainty

 over Covid, flu, etc over the winter months. This will allow time for planning how to do it safely.

 Instead, there will be some informal pop-up social events, and signposting to on-line talks,

 events run by others, links to Moseley Together. It will be a process of trial and error, to find

 out what works. SM will report back after her meeting in August. **SM**

11. Lapsed members on Beacon:

 Members who have not renewed their subscription remain listed on Beacon for 7 years,

 albeit in red. CQ has discussed with FG ways of getting them off the system, and this will be

 pursued when FG returns from holiday. RT said we need to ensure that they no longer get

 the benefits of membership - IGLs need to check that their group members have renewed.

 CQ invited AJ to join him and FG to work on this issue. **Agreed CQ, AJ**

12. Website security and spam emails:

 RT is still getting a lot of spam, which he forwards to FG, who is planning to add further

 security. FG will attend to it when he returns.

13. Interest Groups run jointly with other organisations:

 CQ had circulated a paper questioning whether the rowing group which uses the facilities of

 Birmingham Rowing Club could remain a “Shared Group” with BRC. This is valuable

 because it increases MKHD U3A’s links with other organisations but creates a potential

 conflict over insurance.

 CQ undertook to clarify the insurance situation. SM suggested Alan Walmsley, regional

 trustee, may offer advice. KF asked to be involved in these discussions. **Agreed CQ, KF**

14. Publicising death of members:

 Following discussion of whether we should announce deaths of members in the newsletter

 and include tributes, it was agreed that MKHD should be guided by family wishes. RT will

 add a separate paragraph to the Chair’s Message, inviting family members to contribute

 notices or tributes following the death of a member if they so wish. **RT**

15. Click and Save:

 There has been no interest from members in this scheme. Agreed not to pursue. **Agreed**

16. Date of next meeting:

 There will be no meeting in August. The next meeting will be on Tuesday, September 28

 2021, at 2:00 pm.

17. Any other business:

 RT suggested holding a social event during August to allow committee members to meet

 in person. SM will check availability and propose a date. **SM**